

SUMMARY PROPOSAL BUDGET

ORGANIZATION		FOR COP USE ONLY			
		PROPOSAL NO.		DURATION (MONTHS)	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		AWARD NO.		Proposed	Awarded
A. SENIOR PERSONNEL: PI/PD, Co-PIs, and Other Senior Associates (List each separately with title, A-7. Show number in brackets)		COP-Funded Person-mos.		Funds Requested By Proposer	Funds Awarded by COP (If Different)
1.				\$	\$
2.					
3.					
4.					
5.					
6.	() OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)				
7.	() TOTAL SENIOR PERSONNEL (1-6)				
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1.	() POSTDOCTORAL ASSOCIATES				
2.	() OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)				
3.	() GRADUATE STUDENTS				
4.	() UNDERGRADUATE STUDENTS				
5.	() SECRETARIAL - CLERICAL				
6.	() OTHER				
TOTAL SALARIES AND WAGES (A + B)					
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A + B + C)					
D. PERMANENT EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000.)					
TOTAL PERMANENT EQUIPMENT					
E. TRAVEL	1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				
	2. FOREIGN				
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS	\$ _____				
2. TRAVEL	_____				
3. SUBSISTENCE	_____				
4. OTHER	_____				
() TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					
2. PUBLICATION/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER (ADPE) SERVICES					
5. SUBCONTRACTS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					
H. TOTAL DIRECT COSTS (A THROUGH G)					
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS (F&A)					
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECTS)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				\$	\$
M. COST SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT: \$			
PI/PD TYPED NAME AND SIGNATURE*		DATE	FOR COP USE ONLY		
			INDIRECT COST RATE VERIFICATION		
INST. REP. TYPED NAME & SIGNATURE*		DATE	Date Checked	Date of Rate Sheet	Initials-ORG

INSTRUCTIONS FOR USE OF COP SUMMARY PROPOSAL BUDGET

1. General

- a. Each grant proposal, including requests for supplemental funding, must contain a Budget in this format unless a pertinent program announcement/solicitation specifically provides otherwise.
- b. Copies of this Form and instructions may be reproduced locally.
- c. A separate form should be completed for each year of support requested. An additional form showing the cumulative budget for the full term requested should be completed for proposals requesting more than one year's support. Identify each year's request (e.g., "First year") in the margin at the top right of the form.
- d. Completion of this summary does not eliminate the need to document and justify the amounts requested in each category. Such documentation should be provided on additional page(s) immediately following the budget in the proposal and should be identified by line item. The documentation page(s) should be titled "Budget Justification."
- e. If a revised budget is required by COP, it must be signed and dated by the Authorized Organizational Representative and Principal Investigator and submitted in at least the original and two copies.

2. Budget Line Items

The following is a brief outline of budget documentation requirements by line item. (NOTE: All documentation or justification required on the line items below should be provided on the Budget Justification page(s).)

A., B., and C. Salaries, Wages and Fringe Benefits. List individually, all senior personnel who were grouped under Part A, the requested person-months to be funded, and rates of pay.

D. Equipment. Items exceeding \$5,000 having a useful life of more than 1 year are defined as permanent equipment (unless lower thresholds are established by the organization). List item and dollar amount for each item. Justify.

E. Travel. Address the type and extent of travel and its relation to the project. Itemize by destination and cost and justify travel outside the United States and its possessions, Puerto Rico, Canada and Mexico. Include dates of foreign visits or meetings. Air fares are limited to round trip, jet-economy rates.

F. Participant Support. Normally, participant support costs only may be requested for grants supporting conferences, workshops, symposia. Show number of participants in brackets. Consult Grants Management Division (GMD) or specific program announcement/solicitation for additional information.

G. Other Direct Costs.

1. Materials and Supplies. Indicate types required and estimate costs.
2. Publication, Documentation and Dissemination. Estimate costs of documenting, preparing, publishing, disseminating, and sharing research findings.
3. Consultant Services. Indicate name, daily compensation (limited to individual's normal rate or daily rate paid for Level IV of the Executive Schedule, whichever is less), and estimated days of service, and justify.
4. Computer Services. Include justification based on estimated computer service rates at the proposing institution. Purchase of equipment should be included under D.
5. Subcontracts. Also include a complete signed budget COP Budget Form for each subcontracts and justify details.
6. Other. Itemize and justify. Include computer equipment leasing and tuition remission.

I. Indirect Costs (Also known as Facilities and Administrative Costs for colleges and universities). Specify current rate(s) and base(s). Use current rate(s) negotiated with the cognizant Federal negotiating agency. See GMD for special policy regarding grants to individuals, travel grants, equipment grants, doctoral dissertation grants and grants involving participant support costs.

K. Residual Funds. This line is used only for budgets for incremental funding requests on continuing grants. Grantees should provide a rationale for residual funds in excess of 20% as part of the project report.

L. Amount of Request. Line L will be the same as Line J unless the Foundation disapproves the carryover of funds. If disapproved, Line L will equal J minus K.

Cost Sharing. COP does not require matching funds.

PROPOSERS MUST NOT ALTER OR REARRANGE THE COST CATEGORIES AS THEY APPEAR ON THIS FORM, WHICH HAS BEEN DESIGNED FOR COMPATIBILITY WITH DATA CAPTURE BY COP'S MANAGEMENT INFORMATION SYSTEM. IMPROPER COMPLETION OF THIS FORM MAY RESULT IN RETURN OF PROPOSAL.

NOTICE

At time of application, NOAA's Center for Sponsored Coastal Ocean Research/Coastal Ocean Program (CSCOR/COP) grant recipients are required to submit a COP Summary Proposal Budget Form in lieu of the Standard Form 424-A, Budget Information for Non-Construction Programs in addition to the other standard application requirements for Federal grants.

The COP program is part of a unique federal-academic partnership; and this form is compatible with those in use by other agencies who participate in joint projects with COP. The main purpose of this information collection is to enable COP to properly evaluate proposals in a collaborative environment with its partner agencies. Further, use of this budget form will provide the level of detail required by the COP program managers to evaluate the effort to be invested by investigators and staff on a specific project.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.